

UNITED STATES DEPARTMENT OF THE INTERIOR

BUREAU OF LAND MANAGEMENT

Office of Fire and Aviation
3833 South Development Avenue
Boise, Idaho 83705

February 23, 2000

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Information Bulletin No. OF&A 2000-019

To: State Directors

From: Director, Office of Fire and Aviation

Subject: Incident Qualification and Certification System (IQCS) Study Review DD:03/31/2000

We are requesting participants for a business and technical review of the Incident Qualification and Certification System (IQCS) requirements. The IQCS review will be held from Tuesday, April 25, to Thursday, April 27, at the National Interagency Fire Center, Boise, Idaho. This is a critical last-step to complete the IQCS Information Study.

Background: Recently, the National Wildfire Coordinating Group (NWCG), represented by the Federal fire agencies and the National Association of State Foresters, sanctioned the IQCS Information Study Project as its guide for identifying new requirements and a future course of action. This is resulting in the evaluation, revalidation and definition of the IQCS program's current fire business and information requirements.

The Review: Before the May 2000 completion of this study, we are asking the fire community's participation in a three-day review of the IQCS business and technical requirements. The review will consist of the following activities:

Day 1: joint fire community (senior management, subject-matter experts and technical specialists) overview sessions, including:

- *IQCS Study Project*
- *Review Process*
- *Business Requirements and Recommendations*
- *Technical Requirements and Recommendations*
- *IQCS Development and Implementation Project Plan*
- *Budget and Acquisition Strategy*

Day 2: detailed-level breakout sessions for senior management, subject-matter (business) experts and technical specialists, followed by joint question-and-answer session. Day two agenda includes:

- *Business Requirements and Recommendations Breakout Session*
- *Technical Requirements and Recommendations Breakout Session*
- *IQCS Budget, Development and Implementation Project Plan*
- *Joint Question-and-Answer Session*

Day 3: one-on-one Question and Answer session and fire community Review Wrap-Up session, including:

- *One-on-one Question and Answer Session with IQCS Team Members*
- *IQCS Wrap-Up*
- *Additional Time to Complete the Comments and Critiques (optional)*
- *Tour of the National Interagency Fire Center (optional)*

We have discussed with some of your staff their participation in this review. Their involvement in reviewing the IQCS Study results is very important. **Please have them respond no later than March 31, 2000, and let us know if they will be available.** Their response and any questions about the review should be directed to Rick Jensen via e-mail or call (208) 387-5710.

Signed by:
Lester K. Rosenkrance
Director, Office of Fire and Aviation

Authenticated by:
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Supervisory Mgmt. Asst.

1 - Attachment
1 - IQCS Study Review Agenda (2 pp.)

Distribution:
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IQCS Study Review Participants
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Incident Qualification and Certification System
Information Study
IQCS Study Review Agenda

Tuesday (day 1) will be joint fire community (senior management, subject-matter experts and technical specialist) overview sessions. The Tuesday schedule is as follows:

<u>Date</u>	<u>Time</u>	<u>Activity</u>	<u>Location</u>
04-25	8:15a	Introductions	Jack Wilson Building, Multi-Purpose Room
	8:45a	IQCS Study Project Overview	
	9:15a	Review Process	
	9:45a	Break	
	10:00a	IQCS Business Process, Requirements and Recommendations	
	11:50a	Lunch	
	1:00p	Technical Requirements and Recommendations	
	2:30p	Break	
	2:45p	IQCS Development and Implementation Plan	
	3:45p	Budget and Acquisition Strategy	
	5:00p	Day 1 Review Sessions End	

Wednesday (day 2) morning sessions will have a business briefing for senior management and subject-matter experts and a briefing session for the technical specialist and budget analyst. The Wednesday afternoon will include a joint fire community Question-and-Answer session. The Wednesday schedule is as follows:

<u>Date</u>	<u>Time</u>	<u>Activity</u>	<u>Location</u>
04-26	8:30a	Business Community Briefing	NICC Briefing Room
	10:00a	Break	
	10:15a	Business Community Briefing	
	12:15p	Lunch	
	8:30a	Technical and Financial Community Briefing	Training Center, Conference Room
	10:00a	Break	
	10:15a	Technical and Financial Community Briefing (continued)	
	12:15p	Lunch	
	1:30p	Joint Fire Community Question-and-Answer	Jack Wilson Building, Multi-Purpose Room
	3:15p	Break	
	3:30p	Joint Fire Community Question-and-Answer (continued)	
	5:00p	Day 2 Review Sessions End	

Attachment 1-1

Thursday (day 3) morning will include a one-on-one session and a joint fire community IQCS

Review Wrap-up session, and additional time to complete the comments and critiques. The Thursday schedule is as follows:

<u>Date</u>	<u>Time</u>	<u>Activity</u>	<u>Location</u>
04-27	8:30a	One-on-One Sessions	Wilson Building,
	11:00a	Joint Fire Community Wrap-Up Session	Multi-Purpose Room
	12:00p	Day 3 Review Sessions End, Lunch Break	
	1:30p	Additional Time for Review Comments and Critiques (optional)	
	1:30p	Tour of the National Interagency Fire Center (optional)	